

## Information Technology and Computer Skills Training

### OUTLOOK 2007: INTERMEDIATE

**Where:** Jefferson City, 1738 E Elm Lower Level

**Time:** 8:00 a.m. - 4:00 p.m.

**Investment:** \$95.00

#### Course Content

##### WORKING WITH CONTACTS

###### Learning the Outlook 2007 Screen

- How to View the Contacts Folder
- How to Change the Contacts View
- How to Create a Contact

###### Organizing and Finding Information In Contacts

- How to Sort Contacts
- How to Find a Specific Contact
- How to Organize Contacts

###### Working with the Electronic Business Card

- How to Create and Edit an Electronic Business Card
- How to Use an Image as a Background for a Card
- How to Send Electronic Business Cards
- How to Save an Electronic Business Card in a Message

##### WORKING WITH THE ADDRESS BOOK

###### Using the Address Book

- How to Add or Remove an Address
- How to Find an Address in an Address Book

###### Creating A Distribution List

- How to Create a Distribution List
- How to Add and Remove Members in a Distribution List
- How to Send a Message to a List

##### WORKING WITH THE CALENDAR

###### Understanding The New Interface

- How To View Your Calendar
- How To Navigate In The Calendar

###### Scheduling Holidays, Appointments & Events

###### Managing and Organizing Activities

###### Sharing Calendars

###### Scheduling and Managing Meeting Requests

##### WORKING WITH TASKS

###### Creating and Updating Tasks

- How to Create a Task
- How to Create a To-Do Item from a Contact
- How to Create a Task in the Daily Task List in Calendar
- How to Open, Update and Prioritize a Task

###### Managing and Organizing Tasks

- How to View, Sort and Organize Tasks
- How to Assign a Task
- How to Accept/Decline an Assigned Task
- How to Share Task Information with Others

##### WORKING WITH NOTES AND THE JOURNAL

###### Creating, Organizing and Modifying Notes

- How to Record Journal Entries
- How to Change the Journal View
- How to Open and Modify a Journal Entry

##### ADVANCED EMAIL FEATURES

###### Using the Out of Office Assistant and Rules

###### Reducing Junk E-mail and SPAM

###### Working with Stationery

###### Working with Voting

###### Creating a Signature

###### Importing and Exporting Outlook Information